

Records Commission Meeting – October 5, 2017

The Union County Records Commission meeting was held on October 5, 2017, in the Commissioners' Hearing Room. The meeting was called to order by Commissioner Charles Hall. In attendance on behalf of the Records Commission were Teresa Markham, Recorder; Teresa Nickle, Clerk of Courts; Andrea Weaver, Auditor and Stephen Badenhop, Records Commission Secretary and Records Center and Archives Coordinator. Others present included: Gary Lee, County Commissioner; Steve Stolte, County Commissioner; Letitia Rayl, County Commissioners' Clerk; Andrew Samarra, Treasurer and Tim Hansley, County Administrator

The meeting was called to order at 10:00am by Chairman Charles Hall. Teresa Nickle moved that the previous minutes from the April 25, 2017, meeting be approved. Teresa Markham seconded and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Auditor, Board of Developmental Disabilities, Coroner and Sheriff. Stephen Badenhop then explained the updates and changes to the record retention schedules to the members of the Records Commission. Andrea Weaver moved that the schedules be approved. Teresa Markham seconded and the motion carried.

There being no other discussion Andrea Weaver moved to adjourn. Teresa Nickle seconded and the motion carried.

Stephen W. Badenhop

Records Commission Secretary